

## **- SUMMARY -**

### **REPORTING FEES GENERAL INSTRUCTIONS**

In August of 1989, rules were adopted by the Maine Emergency Management Agency that established fees for reporting under the Superfund Amendments and Reauthorization Act of 1986, Title III (also called the Emergency Planning and Community Right-To-Know Act), and Public Law 464, Title 37-B, M.R.S.A., Chapter 13.

This rule established the fee amounts to be paid by facility owners and operators in three fee structures: 1) for registration of the facility, 2) for inventories of hazardous materials reported under §312/§797 on Chemical Inventory Reporting forms, and 3) for releases of toxic chemicals reported under §313/§799 on Form R Toxic Chemical Release Inventory Reporting forms.

The following work sheets have been designed to assist facility owners and operators in determining their fee amounts. They are keyed to mandatory reporting dates. The work sheets are color coded to signify the fee structure association:

Yellow - Annual registration fee	Due October 1 Annually
Pink - Inventory fee based on §312/§797 reports	Due March 1 Annually
Blue - Toxic release fee based on §313/§799 reports	Due July 1 Annually

When you complete a fee work sheet, please keep a copy for your records. You should send the original work sheet with a check made out to TREASURER, STATE OF MAINE to:

Department of Defense, Veterans and Emergency Management  
Attn: SERC/MEMA  
104 State House Station  
Augusta, Maine 04333-0104

Please be aware that there is a fee cap of \$5,000 per facility. The maximum fee amount shall apply to fees collected during the course of a state fiscal year (July 1 through June 30 of the following calendar year). Therefore, if you feel that your facility may approach or surpass the cap, keep track of fees you have paid previously during that state fiscal year.

If you have previously filed under Sections 311, 312 and/or 313 of SARA, Title III and you have determined that doing so was in error or because you no longer meet the reporting requirements, please complete the form letter at the end of this package and send a copy to your local fire department, the appropriate Local Emergency Planning Committee via your County Emergency Management Agency, and the State Emergency Response Commission at the address given below. Please also indicate whether or not you wish to remain on the mailing list for further information.

Should you have any questions about the reporting fees contact:

Maine Emergency Management Agency  
Attn: HAZMAT Planner  
72 State House Station  
Augusta, Maine 04333-0072  
(207) 287-4080  
in Maine 1-800-452-8735

**DO NOT SEND CHECKS TO THE MAINE EMERGENCY MANAGEMENT AGENCY OR  
INCLUDE THEM WITH YOUR REPORTING FORMS**